

Memorandum

TO : CIA Records Administration Officer

DATE: 18 July 1962

FROM : Chief, Allocation Section, OL

SUBJECT: Request for permission to prepare Room 2105 Quarters Eye
for the storage of classified material

1. The Security Staff, OL, in receiving a new assignment of office space in Wing 2100, Quarters Eye, has been required to relinquish their present Secured Storage area, Room 2103. It is requested that Room 2105 be approved for this purpose. The material is presently stored in approximately six filing cabinets in Room 2103.

2. For a study of the existing problem and to see the files, contact Room 2111, Quarters Eye, extension

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
UNCLASSIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

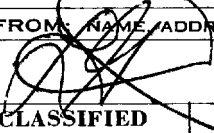
TO	NAME AND ADDRESS	DATE	INITIALS
1			
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Gerry - Can you handle this please? Even though it is dated 7/18/62 we didn't get it until 7/27/62, so no rush -

FOLD HERE TO RETURN TO SENDER

FROM NAME ADDRESS AND PHONE NO.		DATE
		8/1/62
<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>
<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>
<input type="checkbox"/>	SECRET	

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